

26 January 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : [REDACTED]
Chairman, ADMAG

SUBJECT : Comments on Suggested ADMAG Topics

REFERENCE : Memorandum to Chairman, ADMAG, from
John F. Blake, DDA (DDA 76-5321),
dated 28 Oct 76

1. Thank you for your memorandum of 28 October 1976. The Administration Management Advisory Group (ADMAG) has been considering for study the list of topics outlined on page 2 of your memorandum. In light of the recent Agency-wide Personnel Management Survey distributed to all employees on 27 December 1976, the ADMAG collectively feels that such subjects as morale, communications (as it reflects on individual career development and counseling), and job perception or manpower utilization (subparagraphs a, b, and d of the referenced memorandum) were for the most part responded to through the Survey. It is our understanding that subparagraph e of the memorandum will be responded to by [REDACTED] of the Management and Assessment Staff. The ADMAG therefore would like to focus on the subject of the Letters of Instruction (LOI), from the perception of the employee and whether the LOIs are serving a useful purpose in the Administration Directorate.

2. A copy of our findings will be forwarded to you for your review upon completion of our study.

3. It is our continuing hope that the ADMAG can be of service to you and the employees of the Directorate.

STATINTL